APPLYING TO A SELECTIVE ADMISSION PROGRAM

Respiratory Care & Radiography Programs
1. Submit a general admission application to BCTC
2. Attend the pre-admission conference for your desired program
3. Create a Selective Admission System (SAS) account
4. Print the program checklist from the SAS account
5. Submit your complete packet by the program deadline
6. Wait until your acceptance decision is updated in SAS
If you are not a current BCTC student, or will not be continuously enrolled for all semesters before your desired program begins, you will need to submit a new application.

• Are you a current student at another KCTCS college? Submit a home campus change form through your student self-service account instead of a new application.

• General admission and selective admission are completely separate processes
STEP TWO
Attend Pre-Admission Conference

• The pre-admission conference is an annual requirement
• You must turn in the pre-admission conference form as a part of your complete packet
• If you intend to apply for more than one selective admission program, you must attend a conference for each program
  
  • Note: You are only permitted to apply to a maximum of two selective admission programs per admission year
Create your SAS account by clicking “Selective Admission Account”

Do not create duplicate accounts. Creation of duplicate accounts may result in not accessing your file information.

Use an email address that you check frequently. We highly suggest using your KCTCS email address.
All information regarding your admission to the program will be communicated through SAS. You can find out the following:

- What documents are required? (Program Checklist)
- Has my file been received/processed?
- Is my file complete or incomplete?
- Have I been accepted to the program or am I an alternate?
- I was accepted to the program, what information should I know as an incoming student?

- Keep all personal information updated in SAS to ensure that you receive correspondence regarding your file
- Ensure that the automated emails do not go to your “junk” or “spam”
STEP FOUR

Print the program checklist from the SAS account

- The checklist(s) for your desired program are available from your SAS account under “Program Information and Interests”
- Use your checklist to ensure that you have turned in all required documents
- Do not include documents in your packet that are not listed on your checklist
- If you are applying to two programs, you may turn in one packet with both checklists included
STEP FOUR
Print the program checklist from the SAS account

- Fill out your checklist in its entirety
- PS# : PeopleSoft number/Student ID
- SS# : Social Security Number
- Please ensure that you print the correct checklist
Applying to a selective program requires that you compile a packet of required documents

The following documents are required for the **Respiratory Care** program:

- Respiratory Care Checklist
- Official college transcripts from every college attended (except KCTCS)
- Official ACT or SAT scores (either on official HS transcript or official reports from ACT/SAT) - if less than 12 earned hours
- Documentation of 4 observation hours
- The pre-admission conference attendance form

**Optional.** Previous healthcare related experience within the past 2 years. (A letter from the employer, including contact information must be included.)
• The following documents are required for the Radiography program:
  • Radiography Checklist
  • Official college transcripts from every college attended (except KCTCS)
  • Official ACT or SAT Scores
  • The pre-admission conference attendance form

STEP FIVE
Submit your complete packet by the program deadline
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Document Requirements:
• High School Transcripts/GEDs are official if:
  • there is a graduation or completion date
  • the document is stamped with official seal or on watermarked paper
  • if a homeschool document, must be notarized
  • if an international document, must be in English and notarized

*Note: This is only needed if using the HS transcript to submit test scores.*
Document Requirements:

- College transcripts are official if:
  - the document is stamped with official seal or on watermarked paper
  - if an international document, course by course evaluations must be submitted. For assistance, visit www.naces.org
  - Any college credit you have ever earned at an accredited institution must be turned in on an official transcript, including dual credit and study abroad, etc.

** Military transcripts are not required for selective admissions **

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Document Requirements:

- ACT or SAT Scores are printed on testing organization’s unique paper
  - Scores are printed on official high school transcript
  - If you are currently enrolled in a KCTCS school, you may login into your Student Self-Service and print a screenshot of your test scores
STEP FIVE

Submit your complete packet by the program deadline

Document Requirements:

• No copies of any documents will be accepted as “official”.
• Documents should all be turned in with your packet. Documents sent individually to the Office of Admissions will not be accepted for your Selective Admission packet.
STEP FIVE
Submit your complete packet by the program deadline

• Program Deadlines:
  • Radiography: **March 1**
  • Respiratory Care: **February 15**

• Submitting Packets:
  • May submit packet at any BCTC campus
  • Mailed documents must be postmarked by deadline and mailed to:
    Bluegrass Community & Technical College
    Selective Admissions
    Oswald Building 202A
    470 Cooper Drive
    Lexington, KY 40506
STEP SIX

Wait until your acceptance decision is updated in SAS

- It can take a minimum of 10 business days for your SAS account to be updated with your application information.

- You will receive an email once your application has been entered. You will be able to tell if your packet is “complete” or “incomplete”. If you turn in an “incomplete” file, documents are not accepted after the deadline to complete the application.

- Program acceptance decisions are made and updated in SAS the first week of April.

- You will have two weeks to electronically accept your spot in the program or your alternate position through your SAS account. After two weeks, your position will be filled by another student.
STEP SIX
Wait until your acceptance decision is updated in SAS

- You will receive an automated email once acceptance decisions are made
- Login to your SAS account and click “File Status” tab
- Click “Please Review”
STEP SIX

Wait until your acceptance decision is updated in SAS

• Follow the instructions listed to either accept or deny your position
• Read all information thoroughly
• If you deny your position, that decision is permanent and your position is offered to another student
• If you accept your position and later choose to deny the spot, you may visit the same screen to deny the position
STEP SIX

Wait until your acceptance decision is updated in SAS

- If you are offered an alternate position, you will need to accept or deny your position
- If an alternate position becomes available, you will receive an automated email. Log back into your SAS account to accept the position in the program
- Please do not email Admissions to ask about alternate standing. If your position becomes available, your SAS account will be updated
- Alternate positions may be filled through the first week of class
FREQUENTLY ASKED QUESTIONS

• I was not admitted to the program, can I pick up my packet?
  • Selective admissions packets are only maintained through October 1st of the application year. If you were not accepted, you may visit OB 202A and pick up your packet with a photo ID before this date.

• What is my alternate number now?
  • Your alternate number never changes. If your alternate position becomes available, you will receive an email to check your SAS account.

• Is my packet received and/or complete?
  • Your SAS account should be updated within 10 business days after you turn it in. If you mail it or turn it in on an extended campus, this may increase processing time. Once your packet is processed, you will receive an automated email to check your SAS. You may login to see if your file is complete or incomplete.
FREQUENTLY ASKED QUESTIONS

• I cannot register for my classes because my program isn’t updated. Why?
  • If you were admitted to the program, but have not completed your general admission, your program/major cannot be updated. You will not be able to register until you are admitted to BCTC & your major is updated.

• I am admitted, now what?
  • If you were accepted to the program, ensure that you accept your position through SAS. You can also access the “Incoming Student” information page through SAS. This provides information from your program about required paperwork, orientations, etc.

• Is ______ (fill in the blank) required for selective admission?
  • The only documents that are required to apply to a selective admission program are the items listed on the checklist. Without all documents, your application will be incomplete.
I already turned in all my documents to BCTC Admission Office. Why do I need to turn in a new set of official documents for Selective Admission?

- BCTC General Admission & Selective Admission do not share files. Your program will use these transcripts to evaluate pre-requisites, GPA, and more.

What are my chances of getting into the program?

- There is no way for us to estimate your odds of getting into the program. Each year, the caliber of applicant pool changes. Reference your program’s ranking criteria to see how you may rank, if available.

What is the minimum GPA to apply?

- A cumulative GPA of all completed college coursework of 2.0
How is my GPA calculated?

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*Unaccredited institution’s transcripts are not required, nor are they used to calculate cumulative GPA
For questions regarding Selective Admissions requirements or discrepancies in your SAS account, you may email:

Melissa Terry
Melissa.terry@kctcs.edu
QUESTIONS?